



NEW COMMERCIAL SUBMITTAL AND APPROVAL REQUIREMENTS

Building Division

Effective: May 25, 2007
Revised: January 20, 2011

GENERAL

- Signature on all documents by person preparing plans and documents.
- Name, title and registration number of design professional, if applicable, and address and phone number.
- Cover sheet information with applicable codes and editions and all design review conditions of approval.

Building Division - Plans should include:

- (4 sets) - Architectural, & structural, plans (incl. all plumbing, electrical, and mechanical). 2 sets must be wet stamped.
- (2 sets) - Structural calculations.
- (2 sets) - Energy calculations.
- (2 sets) - Soils Report.
- Permit Submittal Form and Plan Check Fee

APPLICABLE CODES AS OF JANUARY 1, 2011

- 2010 California Building Code (CBC)
- 2010 California Plumbing Code (CPC)
- 2010 California Mechanical Code (CMC)
- 2010 California Electrical Code (CEC)
- 2010 California Energy Code (Title 24)
- Brentwood Municipal Code

Additional Submittals and Approvals Required

PLANNING DIVISION - (925) 516-5405 (Separate submittal required)

- Design Review /Conditional Use Permit /Sign Review
- Landscape Review - Submit (1) Separate Landscape Plan - (Separate submittal required - **fee required at submittal**)

POLICE DEPARTMENT - (925) 809-7713 Lt. Ben Tolero (Separate submittal required)

- Security Plan / 24 hr. contact info for Contractor
- Photometrics

DEVELOPMENT ENGINEERING - (925) 516-5420 (Separate submittal required)

- Improvement Plans/Grading Permits/Encroachment Permits/Final Map/Drainage Fees/Pad Certs

PUBLIC WORKS

- Complete Waste Water Treatment Survey - Grease Interceptor (925) 516-5405 (David McGee)
- Construction & Demo Recycling Form/Trash Enclosure Specification - Contact Gary Parenti - (925) 516-6093
- Cross Connection / Back Flow - Contact Abel Ordaz (925) 516-6024

FIRE DISTRICT - (925) 941-3300, 2010 Geary Rd., Pleasant Hill, CA (Separate submittal required - FEES REQUIRED)

- Site Review/ Shell Review/Tenant Improvement Review/Fire Sprinklers

HEALTH DEPARTMENT - (925) 692-2500, 2120 Diamond Blvd. #200, Concord, CA (Separate submittal required)

- Restaurants/package foods

School Fees are paid directly to the School Districts. LUHS (925) 634-2166 & BUSD (925) 513-6300 & Knightsen (925) 625-0073.

Please note: A licensed contractor will be required to pull the Building Permit and obtain a City of Brentwood Business License. Business License Questions (925)516-5480.